

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S11-50

DATE: April 21, 2011

SUBJECT: ANNOUNCEMENT NUMBER: 11-17

OPEN TO: Appointment Eligible Family Member (AEFM) – All agencies

POSITION: Self-Help Coordinator – **FP-7**

OPENING DATE: April 21, 2011

CLOSING DATE: May 5, 2011

WORK HOURS: Part-time, 24 hours per week

SALARY: FP-7: US\$39,994 p.a. (Full-time starting salary)

The U.S. Embassy in Bamako is seeking an individual for the position of Self-Help Coordinator.

BASIC FUNCTION OF POSITION

This position supports the Political/Economical office by managing all operational aspects of the Ambassador's Self-Help Program. The Self-Help Program provides small grants aimed at supporting livelihood activities and improving the quality of life of residents in communities throughout Mali. The incumbent coordinates the program strategy, recommending selection criteria; coordinates the project selection committee; reviews project proposals; serves as the point of contact for applicants during the proposal and project implementation phases; implements project funding; drafts correspondence in English and French; and conducts due diligence, including site visits, on funded projects. The Self-Help Coordinator maintains all electronic and hard-copy program files in organized and efficient systems and develops or modifies these file systems as necessary. Additionally, this position assists with some administrative aspects of the section and special projects such as event planning, small business liaison, and representation.

A copy of the complete Position Description listing all duties and responsibilities is available in the Embassy Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. U.S. High school diploma or foreign country equivalency is required.
2. At least two years of experience in office and clerical work required.
3. Level 3 (Working Knowledge) Speaking/Reading/Writing French is required. Level 4 (Fluency) Speaking/Reading/Writing English is required.
4. Excellent computer skills in Word, Excel, and Outlook.
5. Ability to exercise tact in dealing with colleagues and the public.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. The candidate must be able to obtain and hold a secret level security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov
Attention: Human Resources Officer
American Embassy, B.P. 34, Bamako, Mali
Telephone: (223) 2070-2316 FAX: (223) 2070-2479

CLOSING DATE FOR THIS POSITION: May 5, 2011

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. APPOINTMENT ELIGIBLE FAMILY MEMBER (AEFM)

- (1) Is a U.S. Citizen; and
- (2) Is the spouse or domestic partner of the sponsoring employee, or is a child of the sponsoring employee who is unmarried and at least 18 years old up to 21st birthday; and
- (3) Is listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under Chief of Mission (COM) authority; and
- (4) Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute of Taiwan; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References